

Virginia's Plan to Increase Employment Opportunities for Individuals with Intellectual and Developmental Disabilities.

FY 2013 – FY 2015

Goals, Strategies, and Action Items

Goal 1: Align licensing, certification, accreditation, data collection, and other activities between state agencies that facilitate employment for individuals with disabilities

Long-Term Outcome: Complimentary policies and practices to support the process of assisting individuals to seek, secure, and to maintain employment in the community.

Indicators:

- ***Individual agency policy differences do not impede provision of services to individuals***
- ***Memorandums of Understanding that outline commitment to work together to resolve issues and inconsistencies.***
- ***Alignment of state regulations and administrative policies with Employment First policies and values.***
- ***Removal of barriers in existing policies and practices which limit timely employment opportunities.***

Strategy 1.1: Formalize an Interagency Workgroup to meet regularly, set goals, and work to align and coordinate agency employment activities for individuals with ID/DD.

Lead Agency(s) & Role	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Outcomes	Resources \$\$\$
DBHDS Employment Specialist	1.1.1. Establish a Memorandum of Understanding between DBHDS, DMAS, DBVI, DARS, VDOE, VBPD, and VCCS to formalize an interagency workgroup and establish regular meetings	DMAS, DBVI, DARS, VDOE, VBPD, DDHH, VCCS	12/01/13	06/30/14	MOU signed all agencies	Existing state resources

DBHDS Employment Specialist	1.1.2 Interagency Workgroup to develop, where feasible, consistent definitions across agencies for billable services, allowable services, community employment, supported employment, and other successful employment outcomes.	DMAS, DBVI, DARS, VDOE, VBPD, DDHH, VCCS	12/01/13	06/30/14	<i>Definition dictionary</i>	<i>Existing state resources</i>
VDOE and DARS	1.1.3 Interagency Workgroup will identify existing cooperative agreements between agencies (ex., DARS-VDOE cooperative agreement) in order to determine how other state agencies and community organizations can create opportunities to exchange information and resources statewide.	DBHDS, DMAS, DBVI, DARS, VBPD, DDHH, VCCS, VDOE	12/01/13	12/31/14	<i>Initial assessment by 06/30/14; Any potential agency commitments by 12/31/14</i>	<i>Existing state resources for initial assessment;</i>
DBHDS Employment Specialist	1.1.4. Interagency Workgroup to share findings and recommendations with SELN Advisory Group for comment and feedback.	SELN AG	06/30/14	07/30/14	<i>Review by SELN AG with comments</i>	<i>Existing State Resources</i>
<i>Strategy 1.2: Develop short-term mechanism to collect employment information about the DOJ Settlement Agreement target population.</i>						
DMAS, DBHDS, & DARS	1.2.1 DBHDS, DMAS, and DARS identify a method to collect data from Medicaid ESO providers similar to data collected from DARS ESO providers	SELN AG, VEC	12/01/13	10/01/14	<i>Data Collection Method Established</i>	<i>Existing state resources for planning; TBD for actual data collection</i>
<i>Strategy 1.3: Provide education to DMAS Quality Review staff, DMAS contract auditors, DBHDS ID and DD Waiver Prior Authorization and Community Resource Consultant staff about allowable employment activities supported by Employment First under the Medicaid waiver programs.</i>						
DBHDS employment specialist	1.3.1. DBHDS develop curriculum/presentation regarding allowable employment activities under the current Medicaid waiver programs.	DMAS SELN AG	12/01/13	12/31/13	<i>Curriculum</i>	<i>Existing state resources</i>

DBHDS employment specialist	1.3.2. DBHDS employment specialist provide training to DMAS QMR and DBHDS prior authorization and Community Resource Consultant staff and DD .Support Coordinators	DMAS; SELN AG	01/31/14	03/31/14	Training provided	Existing state resources
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Goal 2: Education and training of stakeholders, providers, and state agency staff.

Long-Term Outcome: Consistent practice of community-based employment and the Commonwealth to support Virginia's Employment First Initiative.

Indicators:

- Increase provision of "informed choice" through training and education.
- Increase in number of local Employment First initiatives
- Increase number of individuals moving from day support/pre-voc to community-based integrated employment including competitive, GSE, ISE and self employment options
- Increased number of ESOs providing community-based employment services

Strategy 2.1: Conduct Regional summits each quarter to provide technical assistance and an avenue for discussion on topics supporting the Employment First Initiative..

Lead Agency(s)	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcomes	Resources
DBHDS Employment Specialist	2.1.1. Convene an SELN AG subgroup to Identify goals and outcomes for the summits	DBHDS, SELN AG	10/31/2013	2/31/2014	List of learning objectives for summit participants	Existing state Resources

DBHDS Employment Specialist	2.1.2. Develop consistent message regarding the importance and positive aspects of employment, awareness of best practices, and to make community employment a consistent part of discussions regarding service options, service plans and regional strategic service planning	DBHDS, SELN AG	12/31/13	1/31/14	Talking Points to facilitate discussion	Existing state resources
DBHDS Employment Specialist	2.1.2 Develop a standardized agenda and curriculum for one day summits	SELN AG	10/17/2013	12/31/2013	Agenda for 1 day summits	Existing State Resources
DBHDS Employment Specialist	2.1.3 SELN AG to assist by identifying regional key stakeholders and attendees for outreach and participation.	Local CSBs and ESOs, DARS, VDOE, SELN AG	12/31/2013	1/31/2014	List of Identified Stakeholders in Employment First by Region with contact information.	Existing State Resources
SELN AG	2.1.4. Develop and provide information and tools to families and self-advocates to assist them in understanding and advocating for Employment First values & goals via their networks. Addressing a broad, unbiased training and information on employment spectrum as well as adult education and college as a pathway to career ideas and employment	SELN AG, VBPD, Partnership,	1/31/14	4/30/14	One page handouts for summits and content pages for website	Existing State Resources

SELN AG	2.1.5. Identify current regional employment groups and leverage to expand to additional areas of state.	DARS, VDOE, SELN AG	12/31/13	2/28/14	List of current employment groups by region and meeting schedule. Identify gaps in coverage.	Existing State Resources
SELN AG	2.1.6. Identify local agency and organizational roles	Local CSBs and ESOs, DARS, VDOE, SELN AG	12/31/2013	1/31/2014	Set up local employment groups and/or leverage existing groups	Existing State Resources
SELN AG	2.1.7. Promote key role of non-governmental entities/advocates and local business leadership networks.	DBHDS, VDOE, ESOs, DARS, SELN AG,	12/31/2014	4/31/2014	Confirmation and regional list of entities & key roles with contact information.	Existing State resources
DBHDS employment specialist	2.1.8 Provide ongoing support to local initiatives	DBHDS and SELN AG	6/31/2014	Ongoing	Dissemination of TA contact information and available resources to employment groups.	Existing State Resources

Strategy 2.2: Create a dedicated Employment First web page/site to provide a centralized source of information about Virginia's Employment First Initiative such as current policies, resources and online trainings and materials.						
DBHDS employment specialist and communications person, stakeholder groups	2.2.1 Seek funding as necessary	DMAS, DBHDS, DARS, APSE, VBPD, RRTC, vaACCSES, Partnership, The Arc	9/3/2013	11/1/2013	Identification of funding and/or in-kind resources	Grant Resources
DBHDS Employment Specialist	2.2.2 Using principles of Universal Design for Learning, partner with other Employment First advocates to populate site	DMAS, DBHDS, DARS, APSE, VBPD, RRTC, vaACCSES, Partnership, The Arc	11/1/2013	4/1/2014	User-friendly site filled with important information and activities about Employment First Initiative	Existing Resources
DBHDS Employment Specialist	2.2.3. Integrate content into revised DBHDS site	DMAS, DBHDS, DARS, APSE, VBPD, RRTC, vaACCSES, Partnership, The Arc	3/15/2014	6/31/2014	Complimentary content	Existing Resources
DBHDS Employment Specialist	2.2.4 Identify cutting-edge employment programs and models that can be duplicated. Collect vignettes of success stories	DBHDS, DARS, APSE, VBPD, RRTC, vaACCSES, Partnership. The Arc, VDOE	4/1/2014	6/31/2014	Toolkit of Success Stories & models that can be replicated	Existing Resources

DBHD Employment Specialist S	2.2.5. Provide links to site on partner organization and other public and private agency websites	DMAS, DBHDS, DARS, APSE, VBPD, RRTC, vaACCSES, Partnership, The Arc	4/1/2014	ongoing	List of Key partner emails to disseminate info	Existing Resources
DBHDS Employment Specialist	2.2.6 “Market” website on stakeholder group websites, at provider meetings, and regional SE summits	DMAS, DBHDS, DARS, APSE, VBPD RRTC, vaACCSES, Partnership, The Arc	7/1/2014	ongoing	Link to website shared with public through various means	Existing resources
DBHDS Employment Specialist	2.2.7. Monitor content for accuracy and timeliness	DBHDS, SELN AG	7/1/2014	ongoing	Up to date and accurate website	Existing State Resources
Strategy 2.3: Develop and deliver a system wide comprehensive community-based integrated employment practice training plan						
DBHDS Employment Specialist	2.3.1 Develop with subgroup of SELN AG a curriculum to train Case Managers about the Employment First Initiative and how to present employment as an option to individuals regardless of their service needs	SELN AG	10/3/2013	1/31/2014	Module for case manager training on DBHDS case manager training site	Existing Resources
DBHDS Employment Specialist and CM Director	2.3.2 Assure that Case Management and Support Coordinators, DARS Counselors, and Special Education Case Managers take an “Employment First” approach during ISP and IEP meetings by discussing employment options before non-employment options.	DBHDS, DMAS, SELN AG	1/31/14	6/30/1	Documentation in PCPs that individuals in the target population have PCPs that include evidence that employment options were addressed.	Existing State Resources

DBHDS Employment Specialist	2.3.3 Include ID case managers and DD support in training to stress application of Employment First for individuals with DD .	SELN AG	1/31/2014	3/31/2014	Available Training for CMS and DD Support Coordinators	Existing Resources
DBHDS Employment Specialist	2.3.4. Develop a training resource/fact sheet about “Working While Receiving Benefits” and “Dispelling Myths” with resources to navigate and locate available supports to be used by case managers, support coordinators, providers, individuals, and families	SELN AG, DARS	3/1/2014	6/30/2014	Training resource/fact sheet on how working VDOEs/VDOEs not impact benefits This can also be used as part of the statewide training curriculum	Existing State Resources
DBHDS Employment Specialist and Communications Director	2.3.5Provide access to these training resources/modules on the Employment First web page/site	Website holder	when active	when active	Disseminate Resource/Fact Sheet; Post on website.	Existing State Resources
Strategy 2.4: Reach out to business communities to educate and increase awareness of employing people with disabilities						
DARS Director Division of Rehabilitative Services	2.4.1 Based of lessons learned from statewide trainings to employers initiated under Executive Order 55 discuss possible future replication	DMAS, DBHDS, DARS, VDOE, WIB	1/1/2013	12/31/2014	Documentation of Regional Training; report of lessons learned	Existing Resources
Strategy 2.5: Provide support through training and technical assistance aimed at preparing students with disabilities for employment.						
Lead Agency(s)	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcomes	Resources

VDOE SPED Program, DARS transition services coordinator, DBHDS Employment Specialist Partnership for People with Disabilities	2.5.1 To support the work of the SELN AG relative to increasing employment for youth before they exit school, convene a Youth Advisory Group (from Youth Leadership Forum and I'm Determined as well as other appropriate stakeholders that would meet once a year with the SELN to discuss postsecondary issues, such as identifying successful strategies used to achieve positive results	VDOE, SELN AG, VBPD, Partnership for People with Disabilities, The Arc	2/1/2014	4/31/2014	List of issues of concern to youth about career development and post-secondary education that may lead to enhanced employment opportunities	Existing State Resources
VDOE transitional staff, DARS transition services coordinator, DBHDS Employment Specialist Partnership for People with Disabilities	2.5.2 Convene a Parent Advisory Group (represented by Center for Family Involvement, PEATC, Parent to Parent of VA, Arc of VA) that would meet once a year with the SELN to discuss postsecondary issues specific to this population.	VDOE, SELN AG, VBPD, Partnership for People with Disabilities, The Arc	2/1/2014	4/31/2014	List of issues of concern to youth about career development and post-secondary education that may lead to enhanced employment opportunities	Existing State Resources

VDOE SPED Program, , DARS transition services coordinator, DBHDS Employment Specialist , RRTC/	2.5.3 Create opportunities for data sharing across agencies in order to plan for students identified through Part B data collection as nearing exit from school and services and entering into adult service agencies.	Interagency Employment Workgroup	10/1/2013	Ongoing	Enhanced utilization of VDOE data about students who have exited school	Existing State Resources
VDOE transitional staff, DARS transition services coordinator, DBHDS Employment Specialist, RRTC/VCU	2.5.4 Support replication of successful programs such as: Project SEARCH, Start on Success, Customized Employment model-site project, Post-High Programs and other innovative practices that support employment while in school.	SELN AG	10/1/2013	ongoing	Documentation of program replication and support.	Existing State Resources
VDOE transitional staff, DARS transition services coordinator, DBHDS Employment , Specialist Partnership for People with Disabilities	2.5.5 Ensure diverse employment stakeholder involvement on at least two statewide postsecondary councils (i.e., Virginia Intercommunity Transition Council, Virginia Collaborative for College) to provide knowledge, expertise and information on successful employment models and to learn from others around the table about the needs of the transition aged population	SELN AG	7/1/2014	6/31/2015	Dissemination of uniform information to different stakeholder populations	Existing State Resources

VDOE	2.56 Increase use of the Student Earned Income Exclusion (SEIE) while in school in Virginia. (SSA income disregard for students that work while in school.)	DBHDS, VDOE, DARS, SELN AG	01/01/14	12/31/14 and annual	Increase in number of students utilizing SEIE work incentive	Existing State Resource & Federal Data
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Goal 3: Service delivery system that supports and incentivizes integrated community-based employment

Long-Term Outcome: Virginia's Employment Service delivery system for employment supports will become the most cost effective, efficient and attractive service for individuals with disabilities provided by both public and private providers

Indicators:

- Demonstrate an increase in integrated community-based supported employment
- Demonstrate an increase in the number of employment service organizations offering community-based employment as an option to individuals (increased capacity)
- Demonstrate an increase in wages, especially to minimum wage or higher
- Success stories of individuals engaging in microenterprise/business ownership and self-employment
- Demonstrate an increase in movement from Day Support and Pre-vocational services to employment in the community.

Strategy 3.1: Ensure that waiver renewal process addresses concerns of ESOs in creating a waiver system which incentivizes employment

Lead Agency(s)	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcomes	Resources
DBHDS Employment Specialist	3.1.1. Compile list of current issues from SELN AG members (providers and individuals) which are currently seen as impediments to integration to be used by Waiver Study group for waiver rewrite.	SELN AG	10/1/2013	11/31/2013	List of barriers to employment in current waiver structure, including administrative and regulatory	Existing state Resources

Strategy 3.2: Ensure that Virginia's Medicaid waivers reflect current thinking of CMS in support of employment services						
DMAS, DBHDS Employment Specialist	3.2.1 Ensure Waiver Study group strongly considers recommendations from CMS on how to support community employment.	SELN AG	10/31/2013	10/31/2013	Copy of CMS letter	Existing I Resources
Strategy 3.3 1 Lead and support providers in increasing their capacity to provide community-based employment.						
Lead Agency(s)	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcomes	Resources
DBHDS Employment Specialist	3.3.1 Map local provider capacity (providers doing SE in what localities) to inform the development of a regional strategy to improve access	SELN AG, Provider Organizations, DARS, VDOE	1/1/2014	1/31/2014	Map of current provider location and capacity.	Existing state Resources
DBHDS Employment Specialist Provider Organization Leads	3.3.2 Convene a focus group of providers who are who are currently going through or considering rebalancing their services to include integrated community based services to identify needs and make recommendations to DBHDS, DMAS and the SELN AG.	SELN AG, Provider Organizations, DARS, VDOE	7/1/2014	9/1/2014	List of Focus Group recommendations.	Existing state Resources
DBHDS Employment Specialist	3.3.3 Develop regional strategies to encourage and increase the number of programs providing community based employment options to increase capacity and improved access to supported employment options.	SELN AG, Provider Organizations, DARS, VDOE	9/1/2014	12/31/2014	Increase in regional approved providers of integrated employment	Existing state Resources

DBHDS Employment Specialist Provider Organization Leads	3.3.4 Support continued opportunities for provider development in area of SE	SELN AG, Provider Organizations, DARS, VDOE	9/1/2014	Ongoing	Partnership commitment with VaACCSES, VA-APSE and other stakeholder organizations to promote and enlist SE providers.	Other funding sources
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Goal 4: Financing and contracting methods within and across agencies support community based employment service delivery as priority option

Long-Term Outcome: Employment Service Organizations can provide all phases of integrated, community-based employment supports across an individual's career without undue interruption

Indicators:

- **Demonstrate an Increase community based employment for individuals**

Strategy 4.1: Review opportunities to facilitate increased use of "braided" funding

Lead Agency(s)	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcome	Resources
DBHDS Employment Specialist Director Division of Rehabilitative Services	4.1.1. Identify ways to allow for multiple funding sources across an individual's employment programming which protects from "double dipping".	DMAS, DARS, ESOs, SELN AG, Interagency Employment Workgroup	3/31/2014	3/1/2015	Guidance document on allowable billing practices	Existing DARS, DBHDS and DMAS Resources

DBHDS Employment Specialist and Waiver Specialist Director Division of Rehabilitative Services	4.1.2. SELN AG review and input into funding methodology before final methodology developed.	SELN AG	3/31/14	03/01/2015	SELN AG recommendations to proposed funding methodology.	Existing DARS, DBHDS and DMAS Resources
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Strategy 4.2: DBHDS and DARS develop shared procedural standards for assisting individuals exiting training centers to obtain or maintain employment in the community.

Lead Agency(s)	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcome	Resources
DBHDS Employment Specialist Director Division of Rehabilitative Services	4.2.1 DBHDS and DARS to identify strategies to coordinate current practices of transitioning of individuals from training centers.	DARS, TCs, ESOs, SELN AG	10/31/2013	12/31/2013	Document coordination strategies.	Existing state Resources

DBHDS Employment Specialist	4.2.2 Share strategies and current practices between agencies regarding transitioning individuals from training centers.	DARS, DMAS, TCS	11/1/2013	12/31/2013	Coordination of program expectations	Existing state Resources
DBHDS Employment Specialist	4.2.3 Coordinate DARS referral process into training center discharge process	DARS, DMAS, TCS, ESOs	11/1/2013	12/31/2013	Guidance document for DARS, DBHDS, and Training Centers	Existing state Resources
DBHDS Employment Specialist Director Division of Rehabilitative Services	4.2.4 Formalize roles and responsibilities through an MOA	DARS, DMAS, TCS	1/1/2014	3/31/2014	Formal MOA between agencies and Training Centers	Existing state Resources

Goal 5: Virginia will have a system wide data collection and performance measurement system and procedures for employment data for people in supported employment

Long-Term Outcome: Virginia will be able to report accurate data on the use of supported employment by the target populations and track our progress towards our goals and conduct continuous quality improvement activities

Indicators:

- ***Targets reviewed quarterly by the SELN AG and Regional Quality Councils***
- ***Data regarding employment in the target population that is used to establish goals and advance quality improvement efforts***

Strategy 5.1: Develop data gathering and analysis capability

Lead Agency(s)	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcome	Resources
DBHDS	<p>5.1.1 Develop and implement data sharing across agencies in order to plan for students identified through Part B data collection as nearing exit from school and services and entering into adult service agencies.</p> <p>Data from DARS on individuals in competitive employment, individual supported employment and group supported employment</p> <p>Billing data from DMAS on individual supported employment, group supported employment, pre-vocational services, and day support services.</p>	Interagency Employment Workgroup?	10/1/2010	Ongoing	Data MOU between agencies	Existing State Resources
DBHDS	5.1.2 Develop and produce quarterly monitoring format and report.	DBHDS, SELN AG	10/1/2013	ongoing	Quarterly data report	Existing DBHDS Resources
DBHDS	5.1.3. DBHDS to convene a workgroup to explore the creation of a standalone methodology or system to collect accurate employment service and outcome data and make recommendations, including any funding recommendations	DBHDS, SELN AG	02/01/14	09/30/14	Recommendations for a system or methodology	Existing resources
DBHDS	5.1.4 Establish data milestones and report quarterly (or semi-annually)	SELN AG, Interagency Workgroup	10/1/13	Ongoing	Report to SELN AG, Interagency Workgroup & Independent Reviewer	Existing State Resources

Goal 6: Virginia's State Employment Leadership Network Advisory Group will have a formalized structure with clearly defined roles and responsibilities for members.

Long-Term Outcome: The SELN AG will be an efficient and representative group advising the DBHDS commissioner and others on how best to implement the Employment First Initiative in Virginia.

Indicators:

- *Membership list that is reflective of diverse stakeholders*
- *Open communication and efficient action plans guide the activities of the SELN AG*

Strategy 5.1: Formalize the SELN AG role and function

Lead Agency(s)	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcome	Resources
DBHDS Employment Specialist	6.1.1. Agree on necessary representation of the SELN AG.	SELN AG, National SELN	11/1/2013	11/31/2013	List of proposed group participants (by role)	Existing DBHDS Resources
DBHDS Employment Specialist	6.1.2 Develop group by-laws to promote goal of the SELN AG	SELN AG, National SELN	12/1/2013	1/31/2014	Written guidelines: roles and responsibilities of group members	Existing State Resources
DBHDS Employment Specialist	6.1.3 Appointment of members to group	Current SELN AG membership, National SELN	2/1/2014	3/31/2014	Membership of group starting FY 2015	Existing DBHDS Resources
DBHDS Employment Specialist	6.1.4 Orientation of new membership	Current SELN AG membership , National SELN	3/31/2014	5/31/2014	Members understand bylaws and goal of group	Existing DBHDS Resources

DBHDS Employment Specialist	6.1.5 Develop ongoing self-evaluation tool for SELN AG to ensure meetings and action plans reflect diverse stakeholder input, as well as efficiency and effectiveness of SELN AG activities.	SELN AG and National SELN	4/1/2014	Ongoing, annually	Members feel listened to and respected	Evaluation Results
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